

U.S. Department of Labor

Employment and Training Administration
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Reply to the Attention of: II TGJ/OSA

July 9, 2004

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| DIRECTIVE: | REGION 2 PRH SUPPLEMENT NO. | 1.5R2 |
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TO: ALL REGION II & III OA CONTRACTORS
ALL REGION II CENTER DIRECTORS
ALL REGION II JOB CORPS CONTRACTORS AND AGENCY PARTNERS
ALL REGION II JOB CORPS CTS CONTRACTORS
REGIONAL DIRECTOR, REGION 3 ATLANTA
REGIONAL DIRECTOR, REGION 4 CHICAGO/KANSAS CITY

SUBJECT: PY-04 GEOGRAPHIC ASSIGNMENT PLAN – Region 2

- 1. Purpose:** To establish and announce the PY-04 Geographic Assignment Plan (GAP).
- 2. Background:** During the May 2004 Joint OA/Center/CTS meeting, the Region reviewed progress of our PY-02 GAP and solicited changes for the development of the PY-04 GAP.

The Region remains committed to reviewing the GAP every other year as required by WIA. Over the past few years, the Region has made reductions in the arrival quotas to better align supply/demand of centers, while promoting suitability, retention, and collaboration between OA, Center, and CTS functions. Below is a summary of changes in relevant measures over the past few years.

| | PY-01 | PY-02 | Current |
|----------------|--------|--------|---------|
| Slot Capacity | 7,890 | 8,060 | 8,279 |
| WTR | 3.20% | 3.15% | 2.89% |
| GAP Quota | 15,175 | 13,679 | 13,105 |
| OA OMS Ranking | #9 | #3 | #1 |

As noted above, the Region, along with most OA contractors, made dramatic improvement in overall OA OMS outcomes. In addition, we have experienced improvements in Center OMS outcomes while CTS continues to be ranked #1 nationally.

Based upon input received from OA, Center, and CTS operators, a review of OMS and MSO outcomes, and in collaboration with the Region 3 Atlanta and Region 4 Chicago/Kansas City, the attached GAP was developed.

3. **PY-04 GAP Plan:** The attached PY-04 GAP Plan, **effective 7/1/04**, is an Excel spreadsheet that includes the 20 Region 2 Job Corps centers along with the 18 OA contractors (8-Region 2, 6-Region 3, and 4-Region 4) who recruit for the centers.

None of the current Region 2 OA quotas have been changed. However, the GAP assignments have been reallocated based upon input from the field. Additionally, the Prince Georges County OA contract was terminated on 6/30/04 and the addition of the Wilmington JCC precipitated the need to realign the DE quotas along with OA responsibilities. We also solidified arrival quotas for our Atlanta and Chicago/Kansas City Regional Partners.

Overall, the GAP was reduced by 574 arrivals while the OBS capacity increased by 219. It is expected that the overall impact of this adjustment will further promote better suitability, retention, center outcomes, reduced CTS caseloads, and ultimately much improved long-term measures – all of which translate into success for our students.

4. **Action:** OA, Center, CTS, and Regional Project Managers must review the GAP and take necessary action, as outlined below, to ensure full implementation.
 - A. **OA Contractors:** Review the GAP and make necessary changes to the current outreach/public education plan. Collaborate with assigned GAP centers to ensure outreach strategies are developed and implemented to achieve and maintain overall design capacity. Additionally, develop strategies to ensure coordination of effort between CTS and center BCLs in promoting the program, reviewing center design, validating LMI and center trade offerings, and provision of services to students. Revised Plans should be forwarded to the Regional Office Project Manager by **August 6, 2004**.
 - B. **Center Directors:** Collaborate with OA and CTS operators within your GAP to develop strategies to achieve and maintain overall design capacity while promoting retention, attainment of GED/HSDs and Vocational Completion, and ensuring a solid CPP and CTR program is in place to improve center commitment and long-term attachment to the labor market. The Center Director shall assign in writing a staff member to serve as the OA point of contact who will be responsible for coordinating the arrival schedule. CDs will also ensure updated slot information is entered into the Region 2 website on a weekly basis.

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- C. **CTS Contractors:** Align and track CTS caseloads based upon the PY-04 GAP, ensuring adequate resources are provided to returning students. The Regional Office expects to reallocate staff based upon changes in OA quotas and the elimination of IWEP. Cost proposals for an additional 1.0 FTE must be submitted by **July 20, 2004** from DCEAPO, KYJVEC, PAMTRR, PARCPB, and VAJPOD. The CTS agencies were identified based upon the relative size of the FTE/Caseload Ratio. Upon receipt of the cost proposals, a final determination will be made to fund the additional FTE effective 8/1/04.
 - D. **Regional Office:** Project Managers must review the revised GAP and initiate a contract modification, as necessary, to update the arrival goals/centers listed on the chart in section C.2 of the prime contract. The PM must also collaborate with the OA contractor to update the monthly arrival goals in FMS. In addition, the PM will require the OA contractor to develop monthly arrival quotas for each assigned center and category, and also create a method to track monthly and contract to date arrivals for each center/category. OA contractors must collaborate with assigned Job Corps Centers when developing monthly arrival goals. Contract modifications and FMS updates must be completed by **July 30, 2004**.
 - E. **Inter-Regional Partners:** Regional partners are asked to ensure this information is furnished to assigned OA and CTS contractors within their Region. Additionally, any changes to existing contracts that impact the arrival quotas outlined on the PY-04 Region 2 GAP should be reported so that adjustments can be made. The Philadelphia Regional Office will provide feedback to the Atlanta and Chicago/Kansas City Regional Directors regarding progress of their OA agencies in meeting Region 2 arrival needs.
5. **Inquiries:** Please direct any questions regarding this matter to your Government Authorized Representative.

Peter J. Calvo
Division Chief
Office of Job Corps

Attachment: **Excel File/PY-04 GAP Plan**